

Burrillville Extended Care (BEC)

Board of Directors

Minutes

June 1, 2009

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Dr. David Van Dyke at 6:40 p.m.

Members Present-Dr. David VanDyke, David Brunetti, Juliette Lopez-Recinos, Newt Stevens, and Christine Hammond.

Members Absent- N/A

Members Excused- N/A

Others Present: Parks & Recreation Director Cheri Hall, BEC Program Directors Kelly Cournoyer and Lisa Nault and Town Council Liaison Kevin Heitke, Esq.

Minutes of the March 2, 2009 regular meetings to be accepted:

Dave Brunetti requested a change of March 2, 2009 minutes from “Senator Jack” to read “Senator Jack Reed”. Motion to accept by Juliette Lopez-Recinos. Second by David Brunetti. Motion carried 5-0.

Welcome:

Dr. David VanDyke welcomed the Board of Directors.

Correspondence:

The Director reported correspondence was received from Town Clerk

Louise Phaneuf regarding the last Town Council meeting where the council voted for \$10,000 up to \$20,000 from Spring Lake Beach funds contingent on Burrillville Extended Care Board of Directors appropriating \$10,000 from Burrillville Extended Care funds. As far as league funds, Little League has agreed to await their allotment until July 2009. The Figure Skating rink invoice has been paid through Parks and Recreation program funds. The Town Manager appreciates the thoughts the Board gave to possibly funding league budgets.

Good and Welfare:

Dr. VanDyke commented on the fun Parks and Recreation events and programs planned for the upcoming summer season including the summer entertainment series, summer program schedule, Adopt-A-Duck etc.

The Director reported a meeting was held with the Superintendent regarding the School Department investigating the idea of charging for use of the schools for Parks & Recreation programming. The Director stated fees are not normally charged unless there is additional expense for use of the facility with the agreement Parks & Recreation does not currently charge for use of the fields being utilized by the schools.

Program Director Lisa Nault reported the participation of the Burrillville Extended Program at the June 20, 2009 Block Party being held in Pascoag including a blow up house and sand art for the children.

Program Director Kelly Cournoyer reported the numbers of children are down from previous years due to a lot of parents presently laid off from their employment. The usually children count on a field trip day was approximately 110 whereas this year is down to approximately 100.

David Brunetti questioned if any advertising for the program was done. Program Director Lisa Nault stated active families were contacted directly and then any other contacting families were included. Advertising was not done since last year there was a waiting list. David Brunetti questioned if any program information was sent home to the middle school students. Program Director Kelly Cournoyer stated that no information went home to the middle school students except for the active families. David Brunetti did not believe any correspondence went to the A.S.A.P. middle school active families either. Christine Hammond stated summer program information maybe should have been distributed if the numbers for participants are currently down. Program Director Kelly Cournoyer stated the numbers for the middle school program are not down currently with 40 participants scheduled per day for the summer program. Juliette Lopez-Recinos questioned if there is time for

anything to go home with the children regarding the summer program. Program Director Lisa Nault reported that it was not necessary since there are only 10 spots still available.

Old Business:

1. Program Updates-

“Discussed under Good and Welfare”

2. Financials–

The investment report, checking account report and profit and loss statement were shared with the board. Program Director Kelly Cournoyer stated the reports are up to date except for the amounts for benefits have not been received from the Treasurer’s Office. The Director reported the checking account balance currently as \$37,000 without the benefits deducted for approximately an additional \$12,000.

According to the budget information, the program is currently in line where it should be. Dr. VanDyke stated that according to the current budget information, the program could possibly support expenditure towards a new Parks & Recreation vehicle. Newt Stevens questioned how much would the new vehicle total cost and what type of vehicle is it. The Director reported currently looking at a 4-wheel drive Ford Escape at approximately \$21,000. Finance Director John Mainville stated the pricing at approximately \$19,000 but without 4-wheel drive.

Town Manager Mike Wood has requested the Director look into a pick-up truck or a van. Newt Stevens questioned where the other half of the funding is coming from. Juliette Lopez-Recinos stated that this funding would be from Spring Lake Beach funding. The vehicle would be utilized for Burrillville Extended Care, Spring Lake Beach and the Parks & Recreation Department.

A motion to approved up to \$12,500 for half the purchase of a new vehicle for use of the Burrillville Parks & Recreation Department and its subdivisions of Burrillville Extended Care and Spring Lake Beach. Director Cheri Hall stated it might be beneficial to go out to bid for lower pricing due to the economy versus going with the state fixed bid that is a year old. The Recreation Commission has approved the Spring Lake Beach funding for up to \$12,500 for the 50/50 split of the cost of the new vehicle. Seconded by Dave Brunetti. Newt Stevens stated when the vehicle goes for a bid proposal that is not brand specific but request bids for a small 4-wheel drive S.U.V. vehicle. Motion carried 5-0.

3. 2009/2010 Budget/C.I.P.-

The Director stated that the only C.I.P. budget request was for the new tables which was voted on and approved previously. Permission from Town Manager Mike Wood to order the new tables will be requested.

4. Easter Egg Hunt-

Program Director Lisa Nault reported that the Easter Egg Hunt went well even though it was cold outside. The attendance was lower than normal due to advertising in the Bargain Buyer not allowed due to the spending freeze. Flyers were distributed. The Woonsocket Call had the ages incorrectly listed as 2 to 8.

5. Family Fair-

Dr. VanDyke reported his attendance at the Family Fair and commented it went well with the fantastic weather. The scouts prepared the food and Burrillville Extended Care supplied balloons to the children. The Director reported the booth participation was low due to current budget restraints. Overall it is so much better at A.T. Levy School.

New Business:

1. Updated Parent Handbook-

The Director reported the fee as \$28 per day including the late fee of \$10 per 5 minutes after 6:00 p.m. Some new additions to the handbook including parental rights and employee drug testing are currently being reviewed. Program Director Kelly Cournoyer stated background checks are completed but a parent had questioned if there is an employee drug testing policy. Last year a former

employee was arrested for the selling and using of marijuana while not at work. Christine Hammond stated there is heightened sensitivity to these current issues. David Brunetti questioned Dr. VanDyke what the possible cost factor would be for drug testing. Dr. VanDyke stated depending on the testing requested, it could range from \$50 to \$100 which would be costly due to the large turnover. It was recommended that it might be part of the hiring process that future drug testing may be done.

Program Director Kelly Cournoyer stated that the Staff Handbook and Parent Handbook are in need of review. They appear outdated in comparison to other daycare handbooks that were reviewed on the internet. Town Council Liaison Kevin Heitke, Esq. stated he will assist with reviewing this information. A copy of any requested changes will be e-mailed to the Board of Directors for review. The Town Solicitor reviewed the handbooks when originally implemented.

Juliette Lopez-Recinos questioned the decision regarding drug testing. The Director stated such wording that “random drug testing may be done as needed” will be recommended for the employee handbook. Juliette Lopez-Recinos questioned if it should be added that if an employee is arrested for drugs then they should be immediately terminated. The Director reported that during last year’s employee drug incident, the Town Manager was contacted and it was explained to be careful since someone is innocent until proven guilty.

This might be where the addition of random drug testing as part of the employee handbook could have been utilized. A protocol needs

to be established.

The Superintendent will be contacted by the Director regarding the school drug testing policy. Program Director Kelly Cournoyer recommended doing annual background checks and putting this requirement in the employee handbook. The Director stated there should not be a charge from the Police Department for annual background checks since it is another town department.

David Brunetti stated he was approached by Veronica at the middle school, a Burrillville Extended Care employee, regarding the possibility of a dedicated classroom for the middle school program. Program Director Lisa Nault stated she believed there might be open space but the Superintendent would have to be contacted regarding this issue. Since rent is paid for Burrillville Extended for use of these facilities, maybe this could be a possibility for the next school year. David Brunetti stated this might allow for computer tracking to allow for computerized check in/check out. The Director stated that at one time designated space was given to allow for a lock box etc. The Director will contact the Superintendent's office regarding this issue.

Meeting adjourned: Motion to adjourn at 7:30 p.m. by Juliette Lopez-Recinos. Seconded by Newton Stevens. Motion carried 5-0.

Next Meeting: Tuesday, September 8, 2009, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department